

Curriculum Vitae

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Objective

Dedicated and hard-working IT Administrator skilled at managing networking systems, maintaining security systems, updating hardware and software, and managing databases. Effective communicator with great technological expertise and deep passion for technology. Offers well-developed time management abilities and excellent analytical skills. Currently seeking an IT Administrator position with modern technologies.

Summary

- ✓ 8 Years of experience as a Server/Windows/Desktop Admin/Technical voice support & project management.
- ✓ 3+ years of experience with managing and maintaining Active Directory, SAP MM domain experience,
- ✓ 2+ years of experience managing Office 365, Checkpoint VPN, TrendMicro antivirus, spam filtering, Peplink load balancer, VMware, IBM Tivoli backup system
- ✓ IT material requirement planning and coordination.
- ✓ Deft in the Management of Windows Servers, Operating Systems, and Applications with experience in configuring and troubleshooting various hardware and software related issues.
- ✓ Highly developed verbal and written communications
- ✓ Currently Working in Cooper Corporation Pvt. Ltd as an IT Administrator.

Technical Skills

Tools	Easy Recovery Professional, Partition Magic.
Operating Systems:	Windows server /2003/2008 & 2012 Windows XP/win7/windows8/Windows10/Outlook/Exchange Server,
Server	DNS, DHCP, WDS, RDP, TCP/IP Active Directory Services, FTP Server, Print Server and File Server, Protocols.
Hardware & Network:	Switches, Firewall & Cisco AP, Configuring Routing Protocol, IP Addressing & Sub Netting.
SAP :	SAP ECC 6.0.SAP functional/ Domain experience in SAP MM
Other	Hyper Visor, Virtual Machine & VMWARE EXSI, TrendMicro (AV/Spam filtering), load balancer

MANAGERIAL SKILL

- ✓ Maintaining, updating documentation for current hardware & software configurations, and for proposed future installations, testing & modifications to the current environment.
- ✓ Developing and negotiating with vendors for timely supply of inventory, computer peripherals and hardware devices as per SLA to facilitate smooth project activities.

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- ✓ Handling resource allocations and setting up of communication channels across the various horizons of the organization structure.
- ✓ Managing Licensing for Microsoft, Adobe, Siemens, AutoCAD, ZWCAD and other products.
- ✓ Server managing like - IBM Power, HP Z440, Dell, Lenovo & other assembled servers.
- ✓ Own and Lead IT Projects. Ensure precise execution of your IT Project throughout the complete Project lifecycle.

FUNCTIONAL SKILL

- ✓ Provide initial response and manage problem resolution process for outages and problems
- ✓ Monitoring Server Performance and Troubleshooting, any issues related to OS and Hardware.
- ✓ Installing, configuring and maintaining system, network and various network equipment.
- ✓ Handling Active Directory, DC, ADC, firewall, networking, internet, switches, In-house storage outlook, O-365 (Outlook), IBM Mass 360, IBM Lotus Notes etc.
- ✓ Mailing List management - Take ownership of this and improve the process.
- ✓ Perform regular file archival and purge as necessary. Create, change, and delete user accounts per request.
- ✓ Excellent technical knowledge of PC internal components
- ✓ Excellent technical knowledge of PC , desktop and Laptop hardware, including DELL, Lenovo, HP ,Toshiba, Assembled Desktop.
- ✓ Excellent knowledge of Windows XP/Windows 7/Windows 10.
- ✓ Provides day-to-day technical support to employee's desktop systems software & hardware configuration etc.
- ✓ Maintaining the Network Infrastructure, Data Centre and Local & Domain wide groups.
- ✓ Assessing security standards, managing licensing and software standardization issues.
- ✓ Handling Backup & Antivirus Management.
- ✓ Arrange installation of site data cabling and IT infrastructure such as multi-function copiers in conjunction with Central and Mobile IT teams.
- ✓ Automation in Robotic line.
- ✓ Knowledge of AV and Video Conferencing hardware and software. We currently use Life-size and Chromebox as our video conferencing solutions.

Project

- ✓ Active Passive Networking.
- ✓ TPM Track System.
- ✓ Robotic (Fanuk/KUKA) Line Networking in print server.
- ✓ Rittal Rack and Simence Fire Proof System Coordinate.
- ✓ New IT infrastructure project ready to IBM,Lenovo,CISCO,Firewall,LoadBalance

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Work Experience

Company Name	Designation	City	Period	
			From	To
Cooper Corporation Pvt.Ltd	IT Engineer (Administrator)	Satara	November 2014	Till Date
Cooper Corporation Pvt.Ltd	Trainee Operator	Satara	April 2012	October 2014
Tech Mahindra	Technical Voice Support	Pune	August 2010	April 2011

Role and Responsibilities:

- ✓ Maintaining Hardware and software inventory and proposing for new deployment as per user requirement.
- ✓ Providing L1 and L2 support on Windows platform.
- ✓ Implementation, Configuration & troubleshooting of Network Printers & Wi-Fi access points.
- ✓ Enabling Auditing on file server and Managing security and System Logs using event viewer.
- ✓ Implementing, managing Domain environment on Windows Server 2008 & Windows Server 2012 r2 Platform Active Directory OU, group policy.
- ✓ Administration & implementations of Domain Controller, RODC, Active Directory, DNS.
- ✓ Expertise in installation, Administration and support of windows environment.
- ✓ Installing, maintaining and troubleshooting of Domain Controller.
- ✓ Administering and Managing Local users, Domain users, Groups and Groups Hierarchies and assigning GPO permissions.
- ✓ Active directory backup and restoration.
- ✓ Working on RDP Remotely Access System.
- ✓ Troubleshooting Desktop, Thin Client & Laptop Issue.
- ✓ Providing Remote support to all users.
- ✓ Troubleshooting and Configuration of Remote Desktop Connection.
- ✓ Managing troubleshoot of mailing system MS-Outlook.
- ✓ Install and configure new setup of Desktop includes configuring connectivity, application support.
- ✓ Hardware support for desktops and Servers.
- ✓ Network related Problems like Verifying Connectivity through IP Addressing.
- ✓ Knowledge about Windows XP, Windows 7, Windows 10, Vista, & Linux.
- ✓ Extending C: Drive space without formatting OS.
- ✓ Installation of the updates, Antivirus & Windows.
- ✓ Basic Troubleshooting of Internet explorer.
- ✓ Creating LAN network in a small area network for meeting or Presentation.
- ✓ Troubleshooting of Hardware related Issue.
- ✓ Migrating from old computer to new computer.
- ✓ Installing & troubleshooting of Windows operating system and Software.
- ✓ Creating and managing Outlook, new PST and Rule's.
- ✓ Assembling and disassembling a PC, Laptop & Server.
- ✓ Configured and troubleshooting Network printers like HP, Toshiba and Canon.
- ✓ IP Addressing & Subletting.
- ✓ Basic Knowledge of configure of Router & Switch.

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Educational Details

Exam/ Degree	Board /University	Institute	Year of Passing	Class
DCE	Tilak University,Pune	GauriShankar College, Satara	2010	Distinction
SSC	Kolhapur Board	Hanmantrao High school, Phaltan	2004	Pass

Personal Details

Gender:	Male.
Name:	Vasim Abdulkarim Patel
Nationality:	Indian.
Marital Status:	Married.
Languages Known:	English, Hindi, Marathi.
Date of Birth:	16 th September 1988
Blood Group:	AB+ ve
Religion and Cast:	Muslim
Permanent Address:	S.No 91/2 Plot No 6 Sahydri Colony Malwadi Saidapur Satara

Declaration

I hereby declare that particulars furnished above are true and correct to the best of my knowledge and I bear the responsibility for correctness of above-mentioned particulars.

Date:

Signature: